



COMDTINST 1710.3H

15 AUG 1991

COMMANDANT INSTRUCTION 1710.3H

Subj: Coast Guard Participation In Navy Motion Picture Service Program

Ref: (a) Coast Guard Morale, Welfare, and Recreation Manual  
(COMDTINST M1710.13 (series))  
(b) Navy Entertainment Movie Program Administration and Operations Manual (NAVMILPERSCOM Instruction 1710.1) (NOTAL)

1. PURPOSE. This Instruction prescribes Coast Guard policy for participation in the Navy Motion Picture Service (NMPS) video cassette program. This Instruction applies to the ships and LORAN Stations that are presently participating in the NMPS Program.
2. DIRECTIVES AFFECTED. Commandant Instruction 1710.3G is canceled.
3. DISCUSSION. Each Coast Guard unit participating in the Beta-II video cassette program receives 3 or 4 video cassettes per week, and maintains a video cassette library eventually reaching 400-500 video cassettes which could remain onboard for 3 or 4 years.
4. POLICY.

a. Eligible Units.

- (1) The following types of cutters are eligible to participate in the video cassette program: WHEC, WMEC, WAGB, WLB, and WIX. WPB's homeported OUTCONUS are also eligible. Other cutters may be considered for eligibility on a case-by-case basis only.

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4. a. (2) Isolated/semi-isolated shore units located OUTCONUS or CONUS where U. S. broadcast television programming or cable TV are not available are eligible to participate in the video cassette program.
- (3) Video Cassette Paid Theater Program for shore units only. Send request to NMPS Brooklyn via Commandant (G-PXM-3). NMPS will notify unit and explain this Program.
- b. Copyright Restrictions. All video cassettes distributed by NMPS are copyrighted properties protected under U. S. copyright law. The transfer of picture, sound track, or both to another recording medium is prohibited.
- c. Unit Program Administration Responsibility. The unit commanding officer/officer in charge (CO/OIC) is responsible for security and administration of the unit's NMPS program. The unit commanding officer (CO) shall designate a commissioned officer or chief petty officer (CPO) as movie officer when a commissioned officer below the executive officer (XO) is not assigned. The officer in charge (OIC) shall designate a CPO or first class petty officer (PO1) as movie officer when a CPO below the executive officer (XPO) is not assigned. The movie officer shall be assigned in writing, be familiar with the contents and references of this Instruction, and accept custody of the inventoried video cassette library (16mm film). The responsibilities of the movie officer are to:
  - (1) Become thoroughly familiar with this Instruction;
  - (2) provide a dedicated, secure video cassette locker;
  - (3) conduct and maintain accurate inventories of all NMPS video cassettes;
  - (4) maintain a complete and accurate video cassette checkout/in log;
  - (5) designate in writing unit personnel authorized access to the video cassette locker and to use video display equipment. Access shall be limited to as few personnel as possible;

4. c. (6) maintain operable video display equipment, including a Beta II video cassette record (VCR), and television or television monitor;
- (7) permit viewing of NMPS video cassettes only by personnel authorized by reference (b); and
- (8) perform responsibilities outlined in reference (b).
- d. **Acting Movie Officer.** An acting movie officer shall be designated in writing whenever the movie officer is temporarily absent for more than 30 days. Upon the relief of the movie officer, a formal relief letter shall be prepared. Under both circumstances, conduct an inventory of NMPS video cassette (films) and note any discrepancies in the assignment/relief letter.

5. **SECURITY.**

- a. **General.** Video tapes are highly pilferable items which can easily be duplicated for illegal use. The motion picture industry permitted video tape use onboard cutters and isolated/semi-isolated shore units only after being completely assured that video tapes would be protected from loss, theft, and duplication. Accordingly, each command with video tapes must establish stringent security measures to preclude the possibility of theft, piracy, or wrongful appropriation. Breaches in NMPS video tape program integrity (i.e., theft, piracy, or wrongful appropriation) may subject the unit to suspension of all NMPS privileges as indicated in paragraph 5.f. below. Individuals responsible for theft/piracy may be subject to federal and civil prosecution for violation of the copyright act, theft of government property, and unjust enrichment to the disadvantage of the movie distribution company. Additionally, personnel responsible for negligence, willful destruction, theft, and/or piracy of video tapes may be prosecuted under the UCMJ.
- b. **Removal Of Tapes From Unit.** Video tapes will only be removed from participating unit's for the following reasons:
  - (1) To return video cassettes to NMPS; or
  - (2) For vessels, to a secure shore side storage cabinet.

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5. c. **Storage Security.** Tapes shall be stored in a locked container with only authorized personnel having access. Storage should be with titles displayed to allow a quick visual inspection to reveal any missing tapes (or if storage cabinet would not allow titles to be seen you may use local numbering of each tape instead). Tape storage should be climate controlled with a relative humidity of 50-60 percent and average static air temperatures not exceeding 75 degrees Fahrenheit.
- d. **Authorized Personnel.**
  - (1) Access to the movie locker, other than by the CO/OIC, XO, XPO, movie officer, or acting movie officer, is restricted to those designated in writing by the movie officer: (a) assistant movie officer and (b) the OOD/JOOD (only in port).
  - (2) All authorized personnel shall be aware of their responsibilities and familiar with the contents of this Instruction and reference (b).
- e. **Tape Check-Out/In.**
  - (1) NMPS tapes shall be signed out/in by authorized personnel each time they are removed/returned to the movie locker. The movie officer shall maintain a movie log using a standard permanently-bound notebook. An entry shall be made each time a tape is removed from the locker (except during tape inventory or for return to NMPS). The entry will consist of checkout/in times and date, name of movie, signature of person assuming responsibility, display location, and signature of the authorized access person receiving the returned tape.
  - (2) Personnel checking out NMPS tapes are responsible to ensure each tape is used for authorized purposes only, is not left unattended, is returned promptly after viewing, and is returned in good condition.
  - (3) NMPS tapes shall be returned to the movie locker immediately after viewing.

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5. f. Lost or Stolen NMPS Video cassette (16mm Films). When loss of an NMPS video cassette (16mm film) occurs, whether by theft or misplacement, the CO/OIC shall conduct a complete inventory of all NMPS tapes/films immediately to determine the extent of loss, assess all security measures, access, and controls, and either convene an informal investigation in accordance with the Coast Guard Administrative Investigation Manual, COMDTINST M5830.1 (series), or request local Coast Guard Intelligence to conduct an investigation (as applicable). Commandant (G-PXM-3) and NMPS shall be informed by message immediately of the theft/loss, with information copy to the cognizant district/MLC, providing the program, cassette/print number, title, circumstances, date of loss discovered, and action in progress. A completed investigation report will be provided by the unit to Commandant (G-PXM-3) via the chain of command with an advance copy mailed directly to Commandant (G-PXM-3). After review, Commandant (G-PXM-3) will provide NMPS with a sanitized copy of the report.
- (1) Conditions that will result in suspension or removal of a unit's NMPS entertainment privileges, including withdrawal of the current onboard inventory, are:
- (a) Failure to notify Commandant (G-PXM-3) and NMPS of any theft/loss of video cassette; and
- (b) any unit who has had 2 cases of theft/loss of video cassette(s) within a 3 year period.
- g. Program Oversight. Commandant (G-PXM-3) and NMPS may conduct random inspections of participating units to ensure the policies and procedures outlined in this Instruction and reference (b) are properly carried out.
- h. Inventories.
- (1) CO/OIC shall conduct an inventory and submit a report to NMPS when terminating participation in the program (i.e., decommissioning, loss of eligibility to participate, etc.) and when receiving direct transfer of a tape library from another cutter.

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5. h. (2) Inventory NMPS video cassettes upon relief of the assigned movie officer, whenever the movie officer is expected to be temporarily absent for more than 30 days, and when reporting a video cassette loss. These inventory reports are retained by the unit and not submitted to NMPS.

6. PROCEDURES.

a. Participation.

- (1) Commissioned Units. Any eligible unit not currently participating in the program and desiring to participate shall notify Commandant (G-PXM-3) by letter via the chain of command. The request must indicate (a) shipping address, (b) OPFAC number, (c) point of contact, (d) commercial phone number, (e) statement of secure tape storage locker, and (f) that an operational Beta-II VCR and television or television monitor is onboard or readily available.
- (2) New Units Under Construction. Prospective commanding officers (PCO's) of eligible units desiring NMPS participation shall notify Commandant (G-PXM-3) at least 90 days prior to commissioning. The request must indicate the commissioning date and the initial tape shipping date as well as all information required by paragraph 6.a.(1). Tapes will not be provided until the unit is commissioned.
- (3) Cutters Entering Overhaul Status. All cutters entering an overhaul status will ensure that tapes are safeguarded against theft or unauthorized use. If the cutter cannot guarantee security onboard, the command will relocate the video cassettes to a secure storage place ashore. If overhaul is so extensive that NMPS video cassettes cannot be shown onboard or are unable to secure incoming tapes, the CO will notify NMPS, 90 days in advance of the overhaul starting period. NMPS will suspend video cassette shipments during the period of the overhaul. The CO will notify NMPS, as soon as the overhaul completion date is firmly established or the restrictive elements cease so that the accumulated video cassettes will arrive prior to departure.

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6. a. (4) Units Being Decommissioned With On-Site Replacement.

- (a) CO's of cutters being decommissioned with an on-site replacement (i.e., WHEC FRAM, WMEC MAA, etc.) will notify NMPS at least 120 days prior to decommissioning by letter with copy to Commandant (G-PXM-3). The letter must indicate: (1) scheduled decommissioning date; (2) request for on-scene transfer of NMPS video tape library to the replacement cutter otherwise anticipated return date of tapes; (3) location where the video tape library transfer will take place; (4) scheduled commissioning date of replacement cutter; (5) requested shipping date of new tapes to the unit; and (6) the information required in paragraph 6.a.(1) for the replacement cutter. New tapes will not be provided to units under construction until the unit is commissioned.
  - (b) Upon NMPS approval, transfer the NMPS video tape library to the replacement cutter. Tapes must be hand-delivered; mailing is not authorized. An inventory of the NMPS video tapes library must be conducted at the time of transfer by both transferring and receiving cutters. Both inventory reports shall be mailed to NMPS.
  - (c) If NMPS video tapes are not desired for the replacement cutter, the provisions of paragraph 6.a.(5) apply.
- (5) Units Being Decommissioned Without On-Site Replacement. CO's will notify NMPS at least 120 days prior to decommissioning by letter with copy to Commandant (G-PXM-3) of the scheduled decommissioning date and the anticipated tape return date. Video tape libraries shall be bulk shipped to NMPS at least 45 days prior to scheduled decommissioning date. Notify NMPS just prior to shipment that tapes are being returned. Inventory the tapes prior to mailing and forward this inventory under separate cover to NMPS.

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6. a. (6) **OUTCONUS WPB Homeport Change to CONUS.** WPB's whose homeport is changed from OUTCONUS to CONUS lose their eligibility to participate in the NMPS program. CO's will notify NMPS Brooklyn at least 120 days prior to changing homeports by letter via Commandant (G-PXM-3) of the (a) scheduled homeport change date, (b) new homeport address, and (c) anticipated arrival at the new homeport. These cutters may retain tapes until arrival at the new homeport unless a replacement cutter desires NMPS participation. When there is no replacement cutter, the provisions of paragraph 6.a.(5) apply, except for the 45 day return date of tapes. Replacement cutters desiring NMPS participation will follow the applicable provisions of paragraph 6.a.(4).
- b. **Voluntary Disenrollment.** Any eligible unit currently in the program and desiring to withdraw will notify Commandant (G-PXM-3) by letter via the chain of command citing the reasons for the request.
- c. **Distribution.**
  - (1) **Source.** All NMPS video tapes are distributed by the U. S. Navy Motion Picture Service, Flushing and Washington Avenues, Brooklyn, NY 11251-8400. Commercial Phone Number: (718) 330-7688.
  - (2) **Mailing.** Video cassettes returned to NMPS shall be shipped in a cardboard box with cushioned packaging material (see paragraph 6.c.(3)). Each cassette shall be enclosed in its transparent plastic case. Each video cassette (16mm film) shipment must be mailed with an official Government "Postage and Fees Paid" mailing label affixed to the package/film case. Each video cassette (16mm film) shipment must be endorsed "First Class". All shipments of video cassettes (16mm film) must be insured for \$50.01 regardless of the number of items in the shipment.

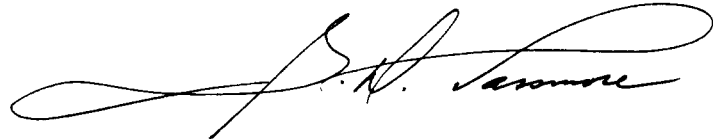


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6. c. (3) **Video Cassette Packaging.** Tapes arrive from NMPS packed in a disposable cardboard box with cushioned packaging material holding up to four cassettes, each individually sealed in a plastic bag. Each cassette will also be enclosed in a transparent plastic case intended to protect the cassette when it is not being played. A synopsis card will be contained in the transparent case. The card should be removed and stored in an index card box for ready reference. Units should retain several of these disposable boxes and packaging material to return video cassette to NMPS.
- (4) **Replacement of Video Cassettes.** If a cassette cannot be used due to structural or electronic malfunction (including high dropout counts, streaking, noise, poor quality picture/sound), return the tape to NMPS indicating the problem and whether or not a replacement is desired. NMPS will send a duplicate, if available.
- (5) **Return of Video Cassettes.**
- (a) Video cassettes remain onboard each participating unit during the completion of a 3 or 4 year lease period at which time they shall be returned to NMPS. Lease expiration dates are indicated on the video cassette and on the 3 x 5 inch synopsis card enclosed with each tape (if different use date on cassette).
- (b) If space limitations prohibit storage of a complete cassette library, units may request authorization from NMPS for an early return of tapes. Tapes may be returned early only with approval of NMPS.
- (c) A cover letter is required anytime tapes are returned. Indicate the program/cassette number of each tape being returned.
- (6) **Classic Movies.** NMPS "classic" movies are available primarily in 16mm film, although units participating in the video cassette program occasionally receive "classic" video cassettes in their weekly shipments. Units desiring 16mm classic films may request such films from NMPS. They will be received from and returned to NMPS in the manner prescribed in reference (b).

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7. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers and Commander, CG Activities Europe shall ensure compliance with the provisions of this Instruction.
8. REPORTS.
  - a. Each video cassette shipment will arrive with a Notification of Motion Picture Transfer form (NAVPERS 1710/1), which will be completed and returned to NMPS.
  - b. A quarterly inventory will be sent to all participating units by NMPS for review of their video cassette library. The inventory must be signed and returned to NMPS Brooklyn. In addition, an inventory report of the video cassette library will be conducted by a participating unit upon termination from the program (i.e., decommissioning, loss of eligibility to participate, etc.), and upon unit receipt of tapes from another unit.



G. D. MACLURE  
Chief, Office of Personnel  
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- A:g BISCAYNE BAY and KATMAI BAY only, (1)
- A:i ANACAPA, ASSATEAGUE, KISKA, LIBERTY, MUSTANG and NAUSHON only, (1)
- A:j POINT WHITEHORN only, (1)
- B:c MLCPAC (6 extra) MLCLANT (only 8)
- C:a Cape Cod and Borinquen only, (2)
- C:k Governors Island and Kodiak only, (2)
- C:v Estartit, Lampedusa, Gesashi, Sellia Maria, Johnston Island, Hokkaido, Iwo Jima, Attu, Kure Island, Marcus Island, Port Clarence, Upolu Point, St. Paul Island, Narrow Cape, and Kargaburun only, (1)
- D:d Cape Hatteras only, (1)